

## MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of March was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on March 8, 2011.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Mr. George F. Eisenhower, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Josh Smith, Property Manager; Mr. Frederick Prutzman, Building Construction Inspector; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn K. Bower, Section 8 Coordinator; Mrs. Stacey J. Keppen, Social Services Director and Mr. David R. Chlebowski, Computer Systems Analyst. Attorney Edwin Stock, Solicitor for the Authority and Mr. Valdis Lacis, Reading Eagle Reporter, were also present.

Mr. Belinski, Chairman called the regular meeting to order at 5:15 p.m., and upon roll call those present and absent was as follows:

Present:        Mr. Steven Belinski  
                     Mrs. Lillie Mathies  
                     Mr. Nelson De Leon  
                     Mr. Eligio Colon  
                     Mrs. Rebecca Acosta

Absent:         None

A motion was made by Mr. Colon, and second by Mrs. Mathies, approving the minutes of the Regular Monthly Meeting held January 25, 2011. The motion was carried unanimously.

A motion was made by Mr. Colon, and second by Mr. De Leon approving the bills as submitted by Mr. Fioravanti for the period of January 15, 2011 to February 25, 2011. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of December 2011:

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$6,393,369.80	\$5,142,239.01	\$268,617.48	\$11,804,226.29
P-4628 General	177,139.75	294,419.03	0.00	471,558.78
P-15 General	4,006.35	844,765.41	74,079.57	922,851.33
Payroll	0.00	0.00	0.00	0.00
River Oak Apts.	19,502.95	0.00	40,500.32	60,003.27
Total	\$6,594,018.85	\$6,281,423.45	\$383,197.37	\$13,258,639.67

The following balances in bank and on account were reported for the month of January 2011:

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$6,528,802.80	\$5,043,086.19	\$268,617.48	\$11,840,506.47
P-4628 General	187,931.00	393,419.03	0.00	581,350.03
P-15 General	4,122.29	844,765.41	74,079.57	922,967.27
Payroll	0.00	0.00	0.00	0.00
River Oak Apts.	19,484.61	0.00	40,500.32	59,984.93
Total	\$ 6,740,340.70	\$6,281,270.63	\$383,197.37	\$13,404,808.70

A motion was made by Mr. Colon and second by Mrs. Acosta that the Treasurer's Reports be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

### **COMPREHENSIVE GRANT PROJECTS**

**219 - 2010 Capital Funds** – This has been approved by HUD. As I mentioned before, HUD has been questioning our funding of the Police, Olivet Boys and Girls Club, the Wellness Program and other related services we provide to our residents. We have been providing these services out of our Capital Fund ever since HUD discontinued the Drug Elimination Program and we were told these were eligible work items.

**CO-GENERATION PLANT AT GLENSIDE** – There has been a slight change in this project. It will now be rolled or wrapped into the next phase of the energy savings program as Honeywell has determined it will fit into their program.

This is good news in that a smaller portion of the cost of this project comes out of our Central Office fund. Notwithstanding, this is an excellent project and one, I am very happy will be included in the Energy Savings Program for many different reasons.

**PARK PLACE ON PENN STREET PROJECT**- We are still waiting for the economic climate and consumer interest to increase so we can sell more of these units. In addition, we are still working on an application that will give us the official condominium status that is necessary for banks to lend money for the purchase of these condos. As I understand, unless a bank is willing to hold onto a mortgage (i.e., keep it in its portfolio) they will sell the mortgage and unless the condo's have been approved by Fannie Mae, the mortgage cannot be sold. Therefore, it is in our best interest to apply for this and get the development approved officially as a condo project.

We have signed an agreement with a Realtor to market these units and hope when the market changes and the availability of financing, we will be ready to sell these units.

**RIVER OAK APARTMENTS** – Overall, River Oak is having financial issues and every expectation is that it will get better as we get a handle on the development and put it into the shape and condition in which we want our units to be in. In addition, we are looking at increasing the rents in small increments so they begin to reflect the market and or what we feel we can charge. I would rather increase the rents in this way, rather than a huge one time increase. In any case, we need more income in rents to make this financially feasible.

As the Board can see, our occupancy rate is in good shape and bodes well for the future. We will continue to keep monitoring River Oak to ensure it becomes a success.

**YOUTHBUILD PROGRAM** – The 2011 YouthBuild program started. It has a good number of participants and they are really doing a great job. We are very pleased with the way the program is going.

In spite of a bit of a rocky start at the beginning of this year, I am pleased to inform the Board they have and are doing a great job in managing this program. They have exceeded my expectations. Since they are performing so well, we may have to figure out another job or construction program for them, so the training program keeps moving the length of their funding.

**CITY OF READING POLICE PATROLS** – RHA signed a five-year Police contract with the City of Reading based on the new hourly rate and we have sent it down to HUD. HUD had decided, as I mentioned before, that we could not have an indefinite contract with the City of Reading for the Police Services. In fact, I received a letter regarding this issue in which they informed me that since it was noted in a Handbook that contracts cannot be more than five years was or is considered “Mandatory Guidance”. While I disagree with their interpretation of the regulations and other issues, it was and/or is not worth bothering about and is the reason we have done as they asked.

In any case, we have not heard from HUD on this matter once we sent them the information on the contracts.

**FHEO/DOJ STATUS** –As the Board can see, the bids for this are in and now it is imperative we receive permission from HUD to use funds for. We are relying on Whitney and Otto to help us in this endeavor as it will take longer to get this built. This includes arguing our case with HUD that we should be able to use operating reserves for this work.

The reason is the funding issue is linked to when, how and where the funding for this project will come from and to an extent how it will be structured. I have attached a letter from the HUD Assistant Secretary Sandra Henriquez regarding using Operating reserves to build units and we have sent a letter to HUD.

As I noted before, our intent is to use the funds from our 2010 Capital Fund to pay for these units. The issue at hand is that the funding cycle and availability of the Capital Funds is not quite in sync with when we will be signing the contracts for this project. It is my plan to borrow or identify funds from other sources from which we can “Borrow” and then repay when the Capital Fund monies are received. In this way, the project moves along and is not held up. I should also note the agreement with the DOJ states that RHA “Commits to construct at least two units within the two years of the effective date of this agreement.” It is my opinion, we are more than committed by advertising, accepting bids and all we need to begin construction is funding.

Given circumstances, we have met the requirements of the DOJ agreement and all five units will be completed this year rather than the expected two units as noted in the agreement. I believe everyone will be happy with our progress.

**GOGGLE WORKS APARTMENTS** – Construction has started and is expected to be completed in April of 2012. Due to RHA’s responsibility regarding the building and the Section 8 Vouchers, we will attend the construction meetings.

I am very happy to report this project is progressing and while the contractor is encountering a bit of rock, the cost is included in the bid package. I am not sure when the

“Official Groundbreaking” will be done and will inform the Board of any developments in this area.

**PUBLIC HOUSING HOMEOWNERSHIP** – Total units sold 46, with 4 remaining, (2 occupied and 2 vacant). I still have not heard from our Public Housing Representative concerning the Board’s interest in disposing of the remaining scattered site units. Despite this, we continue to work towards selling these units.

**SYLVANIA HOMES ANNUALIZED OCCUPANCY RATE %**

2005			2006				2007				2008				2009				2010			
Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec		
93.9	92.7	92.6	93.2	94.8	96.1	95.9	95.1	94.0	93.8	94.9	96.2	97.8	97.8	96.9	97	96.6	96.6	96.9	97.3	97.2		

Sylvania is 97.2% leased up and are doing well in this area.

**ARTIST HOUSING** – There has been no change in the status of this program as yet, though there has been discussion that some of the housing for the NSP program can be used for artist housing in some way. This will be an ongoing program as we go forward.

**SECTION 8 ANNUALIZED UTILIZATION (%) RATE**

2005				2006				2007				2008				2009				2010			
Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec			
94.2	93.9	95.8	99.2	100.5	99.2	97.9	96	95.7	94.2	94.4	96.2	98.1	98.2	99.5	97.9	95.8	94.5	93.2	92.1	91.3			

The leasing rate for the last quarter is 91.3%. Please note the waiting list has been exhausted and we have advertised this and have received many applications. However, as we noted before, only 250 were randomly selected and letters which have applications were sent to these people and the first ones to come back were placed on the list.

**PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)**

2006				2007				2008				2009				2010			
Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
97.2	97.4	97.3	97.3	97.5	98.1	98.2	98.3	98.4	98.4	98.4	98.4	98.5	98.6	98.7	98.8	98.8	98.8	98.9	98.8

The annualized vacancy rate for the last quarter shows a good leasing rate and translates into vacancy rate of 1.2% for RHA. This continues to be a decent occupancy rate even though it is slightly higher than the previous quarter. We continue to monitor our progress in this area and work towards improving the leasing rate, while everyone strives to attain 100% leasing rate.

**ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING**

2006				2007				2008				2009				2010			
Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec
3.2	2.6	3.1	2.4	2.9	1.8	2.5	2.5	1.8	1.7	1.9	2.3	2.10	2.3	2.5	3	3	2.90	2.80	3

Staff is still working hard to reduce these amounts in hopes to get them to a more reasonable level.

**NEIGHBORHOOD STABILIZATION PROGRAM (NSP)** – The City of Reading is the lead agency and RHA and Our City Reading Inc. are partners in this project. At the moment this project is starting to move along as RHA has now acquired some properties through Our City Reading.

**Vacant Unit Report for the Current Month**

	<b>Units Scheduled <u>To Be Leased</u></b>	<b>Unit Accepted By <u>Eligible Applicant</u></b>	<b>Unit Scheduled <u>Transfer</u></b>	<b>Unassigned <u>Units</u></b>	<b>Total Vacant <u>Units</u></b>
Glenside	2	0	5	0	7
Hensler	1	0	0	0	1
Oakbrook	2	3	1	1	7
Franklin	0	0	0	0	0
Kennedy	0	1	0	0	1
Rhodes	1	0	0	0	1
Eisenhower	1	0	0	0	1
Hubert	0	1	0	0	1
<b>Total Conventional Public Housing</b>	<b>7</b>	<b>5</b>	<b>6</b>	<b>1</b>	<b>19</b>
Scattered Sites	0	0	0	2	2
Sylvania Homes	2	0	0	0	2
River Oak	1	0	0	0	1
726 N. 11 <sup>th</sup> Street	0	0	0	1	1
<b>Total</b>	<b>10</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>25</b>

Our current occupancy rate is high at 98.82% for Public Housing and is an excellent occupancy rate for the most part. However, the leasing rate for all of our units we manage (a total of 1800+) units our leasing rate comes to 98.7% In addition, of the 25 vacant units, 10 are scheduled to be leased, 5 have been accepted by applicants and 6 are transfers.

This leaves only one unit that has not been assigned (other than the homeownership units) and staff is in the process of assigning all units and maintenance is rehabilitating these units. Please note the transfer units are ones which in most cases the occupants are either over housed or under housed and need to be moved to a more appropriate size unit. In some cases, there may be other factors whereby a unit transfer is appropriate and are done on a case by case basis, but this also means we are creating another vacant unit and will now have to rehabilitate the unit and fill it. But as I mentioned before, these are required and is the reason we have to do these.

**CITY WIDE RESIDENT COUNCIL (CWRC)** – I have not heard much since they were funded and we provided the use of the office space at Kennedy. I am sure they are working very hard at this time in organizing themselves and hope to give you an update by the next Board meeting.

**DEVELOPMENT WAITING LIST STATUS**

<b><u>Bedroom Size</u></b>	<b><u>P/H</u></b>	<b><u>Contacting</u></b>	<b><u>Waiting Period</u></b>	<b><u>Sylvania</u></b>	<b><u>River Oak</u></b>
Studio	73	01/09	24-30 months	N/A	N/A
One Bedroom-Family/Elderly	197	04/09	24-30 months	11	N/A
Two Bedroom Family	140	08/08	24-30 months	14	8
Three Bedroom Family	148	03/08	36 months	13	23
Four Bedroom Family	13	08/07	36 months	10	N/A
Five Bedroom Family	15	12/10	12-18 months	N/A	N/A
<b>Total</b>	<b>586</b>			<b>48</b>	<b>31</b>

The waiting list is fairly long and a little different as we were reporting different things regarding the waiting list. Now we have everyone who is on the waiting list and it is accurate.

**HONORING SENATOR O'PAKE** – I went to the City Council work session regarding our request to change the name of Avenue “A” and sadly it was not as pleasant of an experience that I had anticipated. I was under the misguided impression this would be very simple and matter of fact. Unfortunately, one Council person expressed displeasure regarding the change and wanted us to do something completely different and was really not germane to our request. In any case, I will go into more detail and present the issue to the Board. I hope City Council will put it on the agenda and vote for the street name change and go on from there. We will be renaming the Hensler Community Building, the Senator O’Pake Community Building and will (hopefully) hold the ceremony at the same time as the unveiling of the street name change.

I have put this on the agenda again for Board discussion.

**ENERGY SAVINGS PROGRAM WITH HONEYWELL** – An important part of the Energy Saving Program initiative with Honeywell has been to educate and engage residents in the process. To date, our ‘Resident Trainers’ continue to go door-to-door and work with every family in every unit on the benefits of energy savings. Trainers also do group presentations to each of our 7 resident councils and will continue to do this for our residents.

As part of the next phase of the Honeywell energy savings, we have included funding to continue with the educational component for the next two years. It is our belief, that a large portion of the energy savings will result from the cooperation of the residents and is the reason we want to continue with the educational aspect of the program. We feel it has been a great success and wish to continue with that success.

In the second phase of the energy savings program we hope to include some or all of the following work items: new doors at Oakbrook, new cameras at all of our developments, the cogeneration at Glenside, site lighting, HVAC controls at various development and other items as the energy savings are identified and incorporated into the work items.

**MUNICIPAL HEALTH POOL SEMINAR** – We met with the people from this Municipal Health Pool and they are working on a possible program. I will keep you informed of any changes in this as they develop.

**PROCUREMENT POLICY/DISPOSITION POLICY** – I have a resolution on the agenda to permit the use of EBAY or a similar type of operation to help us in selling and/or disposing of property which has been deemed or determined to have no value.

By using eBAY or a similar type of system for selling things we might have better luck in having someone purchase this type of “stuff” as we usually don’t find we are able to sell things under the old policy. Additionally, many other public organizations are disposing of old and obsolete equipment and materials in this manner and is another reason we would like to change our policy.

I have put this on the agenda for discussion so the Board can have input into this issue.

## **MEETINGS**

- ACT 47 Housing Meeting.
- 2011 PAHRA Conference Harrisburg

A motion was made by Mr. Colon and second by Mrs. Acosta, to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5534

RESOLUTION APPROVING TRAVEL TO WASHINGTON, D.C.,  
TO ATTEND NAHRO'S 2011 LEGISLATIVE CONFERENCE  
TO BE HELD MARCH 27 – MARCH 30, 2011.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT approval be given to Mrs. Stacey Keppen, Mr. Daniel Luckey, Attorney Edwin Stock and Mr. Steven Belinski for travel to Washington, D.C., to attend NAHRO's 2011 Legislative Conference to be held March 27 – March 30, 2011.

2. THIS Resolution shall be effective March 8, 2011.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mr. Eligio Colon  
Mr. Nelson De Leon  
Mrs. Rebecca Acosta  
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted:

The following Resolution was read and considered:

RESOLUTION NO. 5535

RESOLUTION AUTHORIZING THE DISPOSITION  
OF NON-EXPENDABLE EQUIPMENT.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the following non-expendable equipment be removed from the inventory of the Reading Housing Authority in accordance with the Procurement and Disposition Policy:

<u>Section 8 Office</u>	<u>DECAL</u>	<u>COST</u>	<u>PURCHASED</u>
1 – Tri-Gem Computer	7666	\$1,772.00	10/1991
1 – Epson Computer	11707	\$1,600.00	10/1994

**Hi-Rises**

Surveillance Camera Equipment	1000	\$20,016.25	01/1993
	1001	\$ 1,245.00	10/1995
	1002	\$ 1,245.00	10/1995

2. THAT the equipment to be scrapped is of no useful value to the Authority, and
3. THAT all useable parts have been salvaged, and
4. THAT the aggregate amount of \$25,878.25, which represents the original purchase price, will be removed from the books of record.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that this non-expendable equipment shall be removed from the Reading Housing Authority's inventory.

THIS Resolution shall be effective March 8, 2011.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mr. Eligio Colon  
Mr. Nelson De Leon  
Mrs. Rebecca Acosta  
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted:

The following Resolution was read and considered:

**RESOLUTION NO. 5536**

**RESOLUTION AUTHORIZING A REVISION TO  
THE DISPOSITION PROPERTY POLICY.**

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority that the Disposition of Property Policy will be revised to include the following:

6. Having eBay or a similar type of system as an acceptable methodology of disposing personal property that is considered excess by the Reading Housing Authority.



This Resolution shall be effective March 8, 2011.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta, and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mr. Eligio Colon  
Mr. Nelson De Leon  
Mrs. Rebecca Acosta  
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted:

The following Resolution was read and considered:

RESOLUTION NO. 5537

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF A GENERAL CONTRACT  
WITH BALTON CONSTRUCTION, INC.,  
FOR THE CONSTRUCTION OF FIVE (5)  
504 HANDICAP ACCESSIBLE UNITS.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the general contract with Balton Construction, Inc., (Ephrata, PA) for the construction of five (5) 504 Handicap Accessible Units per the United States Department of Justice (DOJ) Agreement are hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

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2. This contract is dependant on funding as approved by HUD.
3. The said Contract in the amount of \$722,000.00 is the lowest acceptable bid pending review and approval by the Solicitor.
4. THIS Resolution shall be effective March 8, 2011.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Colon, and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mr. Eligio Colon  
Mr. Nelson De Leon  
Mrs. Rebecca Acosta  
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5538

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF A PLUMBING CONTRACT  
WITH DOMMEL PLUMBING & HEATING, INC.,  
FOR THE CONSTRUCTION OF FIVE (5)  
504 HANDICAP ACCESSIBLE UNITS.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the plumbing contract with Dommel Plumbing & Heating, Inc., (Pequea, PA) for the construction of five (5) 504 Handicap Accessible Units per the United States Department of Justice (DOJ) Agreement are hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

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2. This contract is dependant on funding as approved by HUD.
3. The said Contract in the amount of \$69,999.00 is the lowest acceptable bid pending review and approval by the Solicitor.
4. THIS Resolution shall be effective March 8, 2011.

Mr. De Leon introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Colon, and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mr. Eligio Colon  
Mr. Nelson De Leon  
Mrs. Rebecca Acosta  
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following two Resolutions were tabled:

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF AN ELECTRICAL CONTRACT  
WITH SPOTTS BROTHERS  
FOR THE CONSTRUCTION OF FIVE (5)  
504 HANDICAP ACCESSIBLE UNITS.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of an electrical contract with Spotts Brothers, (Schuylkill Haven, PA) for the construction of five (5) 504 Handicap Accessible Units per the United States Department of Justice (DOJ) Agreement are hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

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2. This contract is dependant on funding as approved by HUD.
3. The said Contract in the amount of \$58,250.00 is the lowest acceptable bid pending review and approval by the Solicitor.
4. THIS Resolution shall be effective March 8, 2011.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF A MECHANICAL CONTRACT  
WITH SPOTTS BROTHERS  
FOR THE CONSTRUCTION OF FIVE (5)  
504 HANDICAP ACCESSIBLE UNITS.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the mechanical contract with Spotts Brothers (Schuylkill Haven, PA) for the construction of five (5) 504 Handicap Accessible Units per the United States Department of Justice (DOJ) Agreement are hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.  
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2. This contract is dependant on funding as approved by HUD.

3. The said Contract in the amount of \$43,700.00 is the lowest acceptable bid pending review and approval by the Solicitor.

4. THIS Resolution shall be effective March 8, 2011.

The following Resolution was read and considered:

RESOLUTION NO. 5539

RESOLUTION APPROVING THE TERMS AND AUTHORIZING THE  
EXECUTION OF AN INDEFINITE QUANTITY CONTRACT (IQC)  
WITH FACILITY STRATEGIES GROUP, LLC,  
TO PROVIDE STRATEGIC AND ENGINEERING SUPPORT  
FOR ENERGY EFFICIENCY AND SUSTAINABILITY STRATEGIES.  
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WHEREAS, Resolution No. 5503, adopted August 10, 2010, with Facility Strategies Group, LLC, (Fort Mill, SC) was entered into as an indefinite quantity contract (IQC). The work under said contract was awarded on a task/phase ordered basis for a period of 5 years that may be extended for additional two year-periods.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of an IQC with Facility Strategies Group, LLC, to provide strategic and engineering support for Honeywell Phase II for energy efficiency and sustainability strategies in the amount of \$32,595.00, is hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.  
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2. THIS Resolution shall be effective March 8, 2011.

Mrs. Mathies introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta, and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mr. Eligio Colon  
Mr. Nelson De Leon  
Mrs. Rebecca Acosta  
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5540

RESOLUTION AUTHORIZING A CHANGE OF  
HEALTH CARE CARRIERS.

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Under Section 19.2 of the current Collective Bargaining Agreement with Painters District Council No. 21 ("Union"), the Reading Housing Authority ("Authority") has the right to change health care carriers if the Plan is substantially similar; and

A study was obtained by an independent consultant that Aetna POS Cost Sharing 1 health care plan is substantially similar to the current Plan; and

The Union was notified of the Aetna Plan and the desire of the Authority to make a change by letter dated February 28, 2011; and

The Union was provided information regarding the Aetna Plan.

RESOLVED: That the Management is directed to obtain Union consent to the change to Aetna Plan POS Cost Sharing 1, but if said consent cannot be obtained, to unilaterally change Plans effective on or about April 1, 2011.

DULY ADOPTED, this 8th day of March, 2011, by the Board of the Reading Housing Authority, in lawful session duly assembled.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mr. Eligio Colon  
Mr. Nelson De Leon  
Mrs. Rebecca Acosta  
Mr. Steven Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following charge-offs were presented for Glenside Homes, Oakbrook Homes, Kennedy Towers, Rhodes Apts., Eisenhower Apts., and Sylvania Homes.:

**CHARGE-OFFS**

1	Glenside Homes PA-9-1	\$ 2,092.95	
7	Oakbrook Homes PA-9-3	6,791.13	
2	Kennedy Towers PA-9-5	351.95	
1	Rhodes Apts. PA-9-6	57.23	
1	Eisenhower Apts. PA-9-8	404.00	
2	Sylvania Homes P-15	3,149.65	
14	Gross Charge-Offs		<u>\$ 12,846.91</u>

**RECOVERIES**

	Hubert Apts PA-9-10	262.10	
	Oakbrook Homes PA-9-3	66.31	
	Rhodes Apts PA-9-6	32.47	
	Sylvania Homes P-15	799.41	
	Gross Recoveries		<u>\$ 1,160.29</u>

**CHARGE-OFFS NET OF RECOVERIES** \$ 11,686.62

6 Accounts Charged Off Due to Eviction \$ 8,731.18

Delinquent accounts with an amount of less than \$75.00, of tenants who decease or leave public housing and enter a nursing home or public health care facility are not to be sent to the collection agency.

All delinquent accounts of Federal Low-Income Housing and Sylvania Homes Middle-Income Housing shall be collected in a manner that is consistent with the applicable Federal Rent Collection Policy.

A motion was made by Mr. De Leon second by Mr. Colon to concur with the recommendation to write the potential uncollectible amount off the books. This motion was carried unanimously.

There being no further business to come before the Commissioners, a motion was made by Mr. Colon and second by Mr. De Leon, to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on Tuesday, April 26, 2011, at 5:00 p.m.

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Recording Secretary

